

**Name, Title: Yolanda Brooks, CIO**

Date: 06/11/01

Attendees: Courtland Smith, Pam Wadsworth, Laura Maniccia

## **Role Background**

What is your role in your department?

COTR – budgetary control over conferences

## **Current Training Administrative Needs**

1. What registration system does your organization currently use?

Use a system provided by NCS

2. How much money did your organization spend on training last year?

\$36,000+

3. What was the money spent on?

Registration contract, logistics contract, conference location reviews

4. How much of the money was spent on contractors?

- For registration? \$36,000
- For logistics? ???

5. How much of the money was spent on training SFA personnel? \$0

6. How much of the money was spent on training non-SFA personnel? \$0

7. How many people did your department train last year?

1200 per Direct Loan and EAC conference

300 per Software Development conference

- How many people were not trained last year, but should have been?

unknown

- Why did the latter group not attend training?

Specified 1200 maximum in contract; SFA chose 1200 due to conference materials cost.

8. What is the expected number of SFA users for an LMS in your department? 1
9. What was the average number of training courses taken by each SFA user last year? 1
- How many of those courses were run by SFA? 0
  - How many of those courses were run by external vendors? 1
10. What percent of SFA users experienced turnover in the last year? 0
11. What is the expected number of non-SFA users for an LMS in your department?

Nicole may know answers to questions 11 – 14.

12. What was the average number of training courses taken by each non-SFA user last year?
- How many of those courses were run by SFA?
  - How many of those courses were run by other vendors?
13. How many conferences did employees in your department attend last year?
- How many of those conferences were run by SFA?
  - How many of those conferences were run by external vendors?
14. How many times is each SFA course offered each year?

## Requirements

Yolanda confirmed the registration requirements in v6.